MINUTES

MEETING OF THE BRAILLE AUTHORITY OF NORTH AMERICA
Clovernook Home and School for the Blind
Cincinnati, Ohio
April 19-20, 1978

The meeting was called to order by the Chairman, Mr. Roberts, at 10:30 a.m. Present were:

Mr. Harold G. Roberts, AAWB
Mrs. Irvin F. Richman, NBA
Mr. Martin Droege, Clovernook
Miss Marion Wurster, AFB
Mr. Ralph E. McCracken, APH
Mr. Robert A.J. Gildea, ACM
Mr. E.G. Brown, CNIB
Mr. Evensen, LC/DBPH joined the meeting at around 11:00 a.m.

The meeting was opened by a welcome from Mr. Gerald Mundy of Clovernook.

II. APPROVAL OF THE MINUTES OF THE MEETING OF NOVEMBER 18, 1977.

Mr. Evensen offered the following correction to the minutes as submitted: In the document entitled "Organization of the Braille Authority of North America; page 2, IIIE2a, first paragraph, last line: substitute "braille production" for "computer programming".

MSC Mr. Gildea moved the approval of the minutes as corrected. The motion passed unanimously.

III. PROPOSED REVISIONS OF THE BYLAWS

MSC Mr. Gildea moved that the Bylaws be revised to state that the annual meeting of BANA shall be held in November of each year. The motion carried.

GC It was suggested that for this year, we would aim for a two-day meeting in the third week in November, probably November 15-16. The meeting will be held in Washington, DC.

It was the feeling of the group that BANA would probably have to meet twice a year in order to complete its business, but that the second meeting should not be specified in the Bylaws, since this would give us greater flexibility. It was suggested that if a spring meeting proves to be necessary it should be held during the last half of April and during the middle of the week.

MSC Mr. Gildea moved that the Bylaws Committee be instructed to incorporate language in the Bylaws implementing the following ideas. No person shall serve more than three one-year terms in the same office consecutively. However, an individual would become eligible for reelection to the same office after an interval of one year. The election of officers should take place at the annual meeting. The motion carried.

MSC Mr. Brown moved that the Bylaws and the Budget and Audit Committees be added to the Bylaws as standing committees. The Budget and Audit Committee would be charged with drawing a budget for adoption by the Board and for arranging for an annual review of BANA's finances. It is the feeling of the Board that the annual financial review should be done by someone who is not a member of BANA's Board. The Treasurer should be a member of the Budget and Audit Committee. The motion carried.

MSC Mr. Evensen moved that the Budget and Audit Committee shall present the budget at the annual meeting for adoption by the Board. The audit report must also be presented to the Board for approval. The Bylaws Committee was directed to include language indicating that we wanted the audit report within a reasonable length of time after the end of the fiscal year. The motion carried.

Mrs. Richman was directed to make application to the Internal Revenue Service for tax-exempt status as a non-profit organization for BANA.

Mr. Evensen was asked to provide Mrs. Richman with a copy of the District of Columbia's not-for-profit corporation statute.

MSC Mr. Evensen moved that the Bylaws be amended to provide for the establishment of a Nominating Committee as a standing committee. It was suggested to the Bylaws Committee that they provide for the election of the Nominating Committee at the Annual Meeting. The Nominating Committee would be charged with preparing a slate of officers for presentation for election at the Annual Meeting following that at which they had been elected. The Nominating Committee must secure the consent of nominees before placing their names on the slate. The Chairman of BANA should be excluded from membership on the Nominating Committee. The Committee should consist of no fewer than three members.

GC By general consent, the following amendment was added to the motion: The slate shall be submitted to the Board of BANA days in advance of the Annual Meeting. The number of days to be determined by the Bylaws Committee when they prepare the draft of this amendment to the Bylaws.

Mr. Roberts was directed to write to Dr. Jernigan with a carbon copy to Mr. Sanders, the president of NFB, asking whether Dr. Jernigan plans to continue as NFB's representative to BANA, and if not, would NFB please appoint a new representative.

The meeting recessed at 12:29 p.m. and reconvened at 1:35 p.m.

IV. REVIEW OF BANA'S RELATIONSHIP WITH FSU.

Mr. Robert's reviewed the history of our relationship and in particular the exchange of letters concerning Literary Braille and computer programmability. He then read a letter from Miss Hooper dated March 6, 1978 (a copy of which had been circulated to the members of BANA with the agenda) and his reply of April 5, 1978. After a good deal of discussion covering all phases of our relationship with the FSU project, no action was taken at this time.

The consensus of our concerns seemed to be:

We are not sufficiently informed of FSU's plans. We would like to know if the extension they are seeking for their current grant will ask for more time and money to complete the projects outlined in the original application or whether they plan to understake new projects, and if so, what they might be. Conversely, we have probably been remiss in informing FSU of our plans and thinking.

We have decided unilaterally that we would consider FSU's Technical Committees to be our Technical Committees in their special areas, but we have not established that the FSU committees would be willing to answer questions of interpretation of existing Codes.

It was suggested that BANA may need a Liaison to the FSU Technical Committees to receive the FSU reports and prepare an interpretation for BANA. BANA needs a better understanding of the reports they are receiving and will certainly have to seek technical advice before acting to approve or disapprove proposed Code changes.

In the preliminary discussion of the question of whether BANA should establish technical committees for Literary Braille and Textbook Format Braille, it was suggested that, if created, these committees would serve as BANA's mechanism to provide authoritative clarifications of the present Codes and that further, these committees would assume responsibility for revision of these Codes at such time as BANA deemed that this was necessary.

MSC Mr. Evensen moved that BANA establish a Technical Committee for Literary Braille consisting of a Chairman and four members. The motion carried unanimously.

MSC Mr. Gildea moved that the term of office of the Chairman of a Technical Committee should be four (4) years, and that of members of the Committee should be two (2) years. Initially one-half of the members of the Committee would be appointed for a term of one year. Thereafter all members would be appointed

to two-year terms. This would provide both continuity and a turnover in personnel. The motion carried with Mr. Evensen and Mr. Brown voting no.

MSC Mr. Brown moved the establishment of a Textbook Format Technical Committee consisting of a Chairman and six members. The motion carried with one abstention.

MSC Mrs. Richman moved that the terms of office for the Chairman and members of the Textbook Format Technical Committee should be the same as those established for the Literary Braille Technical Committee. Initially three members would be appointed to two-year terms and three members appointed to one-year terms. Thereafter all members would be appointed for two-year terms. The motion carried unanimously.

MSC Mr. Brown moved that the Bylaws Committee be directed to determine if the right to remove an individual from office is implicit in the right to appoint. Can the Board undo any action it has taken? If not, they should add to the Bylaws language giving the Board the right to remove committee chairmen and members from office for non-performance of duties, etc. It was suggested that it would be best to incorporate this right in a general statement applying to all of BANA's appointments. The motion carried.

The meeting recessed at 4:48 p.m. and reconvened at 9:22 a.m. the following morning.

Mr. Roberts read a letter from Mr. Cylke, Chief of the Division for the Blind and Physically Handicapped of the Library of Congress, and distributed copies of "Comparisons of English Braille-American Edition and Standard English Braille" prepared by the Royal New Zealand Foundation for the Blind. Mr. Cylke pointed out that the presence of two Codes reduces the supply of books in braille for both the British and American braille reading public. DBPH feels that it is important to maximize the supply of braille books and books produced in Britain would be a very good source. But at present, these books provide at least a small problem for the American braille reader. LC/DBPH would like to take steps towards reducing the differences between the practices in the two countries. Mr. Cylke asked that the New Zealand summary be distributed to the members of BANA and their comments returned to him by May 30, 1978.

MSC Mr. Evensen moved the following: resolution. Resolved: The Braille Authority of North America wishes to join with the National Uniform Type Committee of the United Kingdom to explore the possibility of devising a common Literary Braille Code for the English language. The exploration should encompass both readability and computer implementation. The motion carried with one abstention.

The Chairman was directed to transmit the resolution to the National Uniform Type Committee of the United Kingdom and ask if they were willing to join in this effort.

At this point (10:25 a.m.) Miss Wurster left the meeting.

Mr. Droege presented the Treasurer's report, noting that three members have not yet paid their 1978 dues.

MSC Mr. Evensen moved that the Treasurer's report be accepted with thanks. The motion carried unanimously.

The group then turned its attention to establishing and manning the various committees that had been decided upon

GC earlier. By general consent, it was decided to elect Chairmen for the two Technical Committees at this meeting. They would then prepare slates of nominees for membership on their respective committees and send the slates to Mr. Roberts who would prepare and distribute ballots for approval by the Board. The Technical Committees would begin to function as soon as they had been appointed, however their terms of office would be measured as beginning at this year's Annual Meeting. Mr. Evensen

MSC was elected Chairman of the Literary Braille Committee and Mr.

MSC McCracken was elected Chairman of the Textbook Format Committee. Both chairmen were provided with lists of possible members for their committees.

MSC Mr. Brown was elected Chairman of the Nominating Committee. Mr. Droege and Mr. Gildea were appointed as members. The committee was instructed to have the slate in the mail to the members of BANA by October 1, 1978. From this it follows that each organization should select its representative to BANA for the period from November 1978 to November 1980 as soon as possible so that the Nominating Committee will be able to function.

GC Mr. Evensen and Mrs. Richman were appointed as the Bylaws Committee.

GC Mr. Roberts was appointed Chairman of the Budget and Audit Committee.

Mr. Droege and Mr. Gildea were appointed as members of the Committee. The Committee was instructed to prepare the budget in time for it to be submitted to the members of BANA with the agenda for the Annual Meeting.

GC Mr. McCracken and Mr. Evensen were appointed as BANA's liaison with the FSU project. They were instructed to arrange a meeting with Dr. Jones and Miss Hooper to explore ways in wiich we can improve our communication and cooperation with the FSU project.

V. CRITERIA FOR ADMISSION OF NEW MEMBERS TO BANA.

A wide ranging discussion concerning objective criteria for membership took place, but no conclusions were reached. The meeting recessed at 12:33 p.m. and reconvened at 1:22 p.m.

VI. MOON TYPE

Mr. Roberts presented a letter from Smith Shumway, Director of State Services to the Blind for the state of Wyoming. Mr. Shumway asked that BANA consider revitalizing the production of Moon type in the United States because he believed that it would provide a good alternative reading method for newly blinded older adults who were unlikely to learn braille. Both Mr. Brown and Mr. Evensen stated that the demand for books in Moon type has always been small and has been steadily declining. RNIB still imports books from the United Kingdom for their ten remaining readers of Moon type. LC/DBPH stopped the production and distribution of books in Moon type at least fifteen years ago because of lack of interest on the part of the reading public. Moon type can only be read very slowly and there never would be many titles available. In addition, any resources allocated to Moon type would inevitably be taken from resources allocated to the production of braille books. Both felt that these disadvantages greatly outweighed the ease of learning to read Moon type and pointed out that aural reading is available as an alternative reading method to any blind person who cannot read braille. The Chairman was asked to write Mr. Shumway detailing BANA's reasons for not considering the reactivation of Moon type.

The group then returned to the consideration of criteria for admission to BANA. After an extended discussion, it was decided to admit no new members to BANA at this time.

MSC Mr. Gildea moved that the Bylaws Committee be directed to draft language establishing a classification of membership in BANA to be known as Associate Membership. The motion carried.

GC Mr. Evensen suggested that there be a press release wheir the two technical committees are staffed. Mr. Roberts was directed to notify WCWB, ICEVH, and Mr. Boulter of RNIB. In addition he was to write the FSU project informing them of our approach to the National Uniform Type Committee of the United Kingdom on the matter of establishing a common Literary Braille Code for the English language.

The meeting adjourned at 3:15 p.m.

Respectfully submitted,

Mrs. Irvin F. Richman
Secretary

TREASURER REPORT

1977 – 11	Memberships	$5,500.00
1	Braille Authority	707.54
		$6,207.54

Interest		127.89
Expenses	-$81.26	
January 1, 1978 - Balance		$6,254.17

Balance from 1977	$6,254.17
1978 - 7 Memberships	3,500.00
Interest	50.26
Total……	$9,804.43

Checking	$2,626.28
Savings	$7,178.15
1 Membership	500.00
Total	$7,678.15
	2,626.28
	10,304.43

Martin F. Droege
Treasurer

AGENDA

BRAILLE AUTHORITY OF NORTH AMERICA April 19th & 20th, 1978
at
Clovernook Home & School for the Blind Cincinnati, Ohio

I. Greetings from Clovernook

II. Approval of Minutes - (Meeting held November 18, 1977)

III. Proposed Revision of By-Laws

a) Annual Meeting
(It is proposed that an annual meeting be held each November -dates and place to be selected by the Board of Directors)

b) Election of Officers
(It is proposed that the election of officers be held at the annual meeting)

c) Terms of Office of Officers
(It is proposed that officers be elected by the Board for a term of one year and that an officer should not be re-elected to the same office more than twice.)

d) Standing Committees
(It is proposed that two standing committees - Budget & Finance and Nominating - be established and that the members be elected by the Board at the annual meeting.

IV. Review of Relationship with FSU

a) Possible extension of federal grant
b) Standards for computer produced braille
c) Suggested appointment of two technical committees (literary braille and textbook format code).

V. Criteria for Admission of new sponsoring organizations

(BANA previously postponed action re this matter until a later date. It is now timely to take it up again - letter from Fred Sinclair).

VI. Report of the Treasurer

VII Other Business
(A letter from Smith Shumway re Moon Type)

VIII Next Meeting
(It is suggested that BANA hold two 2-day meetings each year - one in the spring and the other in the fall.)

IX Adjournment.

HKI HELEN KELLER
INTERNATIONAL
INCORPORATED
22 West 17 Street New York, New York 10011 (212) 924 0297 Cable Address: Reliefer New York

April 5, 1978

Miss Marjorie S. Hooper
Research Associate
Visual Disabilities
Braille Project
The Florida State University
916 West Park Avenue
Tallahassee, Fla. 32308

Dear Marjorie:

Thank you for your letter of March 6th regarding Literary Braille vs. the Minicomputer.
I have no doubt that your criticism is in no way personal and hope that you regard my comments in the same light.

Although I can appreciate your feelings of frustration, I quite deny that your treatment by BANA has been "shabby." As you well know, the subject of standards for computer produced braille is quite complicated both technically and politically. As you also know, as an outgrowth of the meeting held nearly two years ago at AFB, BANA received a proposal from Mr. Duran for the development of such standards. Quite correctly, the members of BANA felt that it would be better to assess this proposal after reviewing the proceedings of the AFB meeting. However, they were not received until the end of 1977.

Following BANA's November, 1977 meeting, I was authorized to solicit your proposed design for the development of standards for computer produced braille. You then inadvertently misinterpreted my letter by assuming BANA gave you the "green light". I wrote to you again to clarify the situation. In your February 1, 1978 reply you stated "I did not answer your question as how I propose to handle the problems of Literary Braille vs. the Mini-computers before, because I had not had time to really think things through".

So, here we are. The entire matter will be discussed again at our next meeting scheduled for April 19-20, at which time the relationship between BANA and FSU will be reviewed in light of your questions and comments.

Now to take off my official hat, I hope this letter finds you in good health. Ferne joins me in sending our warm regards.

Sincerely,

Harold G. Roberts

HGR: bs